



City Council Meeting Minutes

May 8, 2023
6:00 p.m.

Mayor: Carolyn Caiharr
Councilmember Chuck Adams Mark Bishop Garrett Mellott
Greg Scott Margaret Shriver

Prior to the beginning of the regular agenda, Councilmember Mellott made the motion to amend the agenda to add an executive session for the discussion of non-elected personnel. There was additional discussion clarifying the voting thresholds to add an executive session. The motion was seconded by Councilmember Adams, and passed with after a 5-0 vote of the Council. This item would be discussed after item no. 8.

1. **Requests or Comments from the public**
 - No public comments were offered.
2. **Consider approval of consent agenda items**
 - a) **Approve minutes of April 24, 2023**
 - b) **Statement of bills paid in the amount of \$218,066.47**
 - **Motion:** Councilmember Mellott made the motion to approve the consent agenda
 - **Second:** Councilmember Scott seconded the motion
 - **Vote:** Passes, 5-0
3. **City Council to Consider Resolution 2023-04 related to amendments to the City Employee Handbook**
 - Assistant City Manager Zack Daniel reviewed this item, noting that June 19 was added as a federal holiday in 2021.
 - Mr. Daniel noted that changes to the Employee Handbook were finalized via a vote of the governing body.
 - **Motion:** Councilmember Adams made the motion to adopted Resolution 2023-04
 - **Second:** Councilmember Mellott seconded the motion
 - **Vote:** Passes, 6-0 with Mayor Caiharr voting
4. **Consider 2022 Financial Statement and Report of the City's Independent Certified Public Accountants**

Note: the auditors arrived to this meeting late. As such, this item was considered after discussion of item no. 5.

 - Sean Gordon of Gordon CPA reviewed the audit document, noting that the City received the highest and best opinion as it relates to financial management of City funds per his firm's review.
 - Mr. Gordon reviewed the pertinent information stemming form the audit and did not a note in the management letter pointing out certain transactions where sales tax was applied. Mr. Gordon noted that steps should be made to make sure the sales tax exemption was applied to all purchases, but noted that it was an insignificant amount of sales taxes paid.
 - Councilmember Adams asked if the previous management notes regarding staffing and separation of duties had been corrected, which Mr. Gordon noted he was satisfied with the current makeup and procedures to remove this note.

- Councilmember Mellott gave credit to the Assistant City Manager and City Manager for the admirable management of the City's finances.
- Mayor Caiharr thanked Mr. Gordon for his work and raised the possibility of taking an additional week for Council to review the materials before making an action. City Manager Michael Webb noted that there would likely not be any amendments to the audit stemming from additional discussion, but that the auditors would be available for additional questions from Council related to the audit's findings.
- **Motion:** Councilmember Adams made the motion to accept the 2022 Financial Statement and Report of the City's Independent Certified Public Accountants.
- **Second:** Councilmember Scott seconded the motion
- **Vote:** Passes, 5-0

5. Conduct discussion regarding the renewal of the ½ cent Special Sales Tax

- City Manager Michael Webb reviewed this item, beginning with a recap of the history of the sales tax, beginning with its passage in 2014.
- Mr. Webb reviewed the specific purposes for the tax: street/road projects, parks & rec projects and purchases, and EFD/EMS projects and purchases.
- There was discussion on how the sales tax helps control the mill levy, noting the mill equivalent of special sales tax expenditures over the last five years.
- Mr. Webb then reviewed the departmental uses of the special sales tax in each of its allowable areas.
- Next steps were discussed regarding placing extension of the sales tax on the November ballot.
- Mayor Caiharr noted she felt that people would generally be supportive of extension of the tax considering its usage in the past and its effect on property tax control.
- Councilmember Scott raised the idea of increasing the sales tax to a ¾ tax, citing the fact that most of the tax is paid by non-residents. Councilmember Mellott expressed for this idea as well.
- The expanding the allowable uses was discussed, with the Council reaching a general consensus to include all public safety projects/purchases in addition to facilities.
- Councilmember Bishop raised the idea of setting aside a certain percentage for future repairs or improvements for equipment or facilities.
- No formal action was taken, but staff noted the item would have additional discussions and actions in order to prepare for a November ballot question.

6. Hear presentation regarding the Edwardsville Fire Department 2022 activity

- Fire Chief Tim Whitham provided this report, reviewing notable items which occurred in 2022.
- Chief Whitham reviewed the total call volume of 1,225, 893 of which were medical calls. This represents an increase over 2021 calls, which were at 1,090. He also reviewed the call volume by City zones, with the majority of calls coming from Zone 1, south of K-32.
- Response times increased to 4:35, which Chief Whitham noted was largely attributed to calls in the far north part of the City on large acreages.
- Chief Whitham reviewed EMS overlapping calls in addition to mutual response activity involving Bonner Springs and Kansas City, KS.
- Train delays were discussed, which Chief Witham noting that the average delay caused by trains was only 49 seconds.
- Fire inspection activity was also discussed, with Chief Witham emphasizing the over 7.3 million square feet inspected in 2022.

- There was additional discussion regarding mutual aid to Bonner Springs with the recent introduction of their own full-time fire department.
 - Mayor Caiharr raised concerns over the apparent imbalance between the amount of mutual aid provided to Bonner Springs compared to the assistance received.
 - No official action was taken as a result of this presentation.
- 7. Consider a motion to recess into Executive Session pursuant to K.S.A. 75-4319(b)(6) for preliminary discussion of the acquisition of real property related to the Public Works facilities**
- **Motion:** Councilmember Adams made the motion to recess into executive session for the reason stated and to include the City Manager and City Attorney with the regular meeting to reconvene at 8:05
 - **Second:** Councilmember Mellott seconded the motion
 - **Vote:** Passes, 5-0
 - *Executive session was held with the group returning at 8:05*
 - **Motion:** Councilmember Mellott made the motion to return to regular meeting.
 - **Second:** Councilmember Shriver seconded the motion.
 - **Vote:** Passes, 5-0
 - No official action was taken as a result of this item.
- 8. Consider the selection of a search firm for the position of City Manager**
- There was discussion about regarding the work session which was held on May 1. Mayor Caiharr suggested a blind vote process, with Councilmembers providing their ranked preferences for firm selection. The result of this informal poll was as follows (lowest score being the highest ranked): SGR (9 points), Raftelis (10 points), and GovHR (11 points)
 - **Motion:** Councilmember Adams made the motion to award the contract for this effort to SGR
 - **Second:** Councilmember Shriver seconded the motion
 - **Vote:** Passes, 4-0-1 with Councilmember Scott abstaining
 - City Manager Michael Webb noted he would review the submitted contract materials and work with the City Attorney to finalize an agreement.
- 9. Consider a motion to recess into Executive Session pursuant to K.S.A. 75-4319(b)(1) for discussion of personnel matters of nonelected personnel to discuss the position of interim City Manager**
- **Motion:** Councilmember Mellot made the motion to enter into the executive session for the reasons stated to include the City Attorney with the regular session to resume at 8:30
 - **Second:** Councilmember Shriver seconded the motion
 - **Vote:** Passes, 5-0
 - *Executive session was held with the group returning at 8:32*
 - **Motion:** Councilmember Mellott made the motion to return from Executive Session
 - **Second:** Councilmember Scott seconded the motion
 - **Vote:** Passes, 5-0
 - No action was taken as a result of this item.
- 10. City Manager Report**
- City Manager referred to the written report.
 - City Attorney Josh Ney noted the likely need for an executive session at the May 22 meeting to follow-up on previous discussion.

11. Council and Mayor Comments

Councilmember Adams congratulated City Manager Michael Webb and Assistant City Manager Zack Daniel on another strong audit report. He also recognized the rest of the City staff for responsible budget decisions. He

Councilmember Scott thanked the public safety Chiefs for their involvement in EDW Elementary Career Day as well as all the other community efforts they participate in. He commended the City Council for their thoughtful discussion on agenda items. He also mentioned the Saturday, May 20 City-Wide Clean Up Day.

Councilmember Bishop gave kudos to one of the EPD staff members who he recently had an interaction with. He noted their professionalism and responsiveness.

Councilmember Shriver noted she would be in attendance at the Clean Up Day.

Councilmember Mellott asked for an update on the Quiet Zone project. Mr. Webb noted the update he received from the County, which involved the need for additional fencing. It was unclear at this point when the project would be considered complete by the railroad.

Mayor Caiharr thanked Assistant City Manager Zack Daniel for coordinating the City-Wide Garage Sales and upcoming Clean Up Days. She also reminded the group about the upcoming Harvesters mobile food pantry event.

ADJOURNMENT

The meeting was adjourned at 8:50 p.m.

Zachary Daniel
City Clerk